



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-632

PAGE NO.

1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

SUBSTANCE ABUSE

ALL DIVISIONS

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business.  Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual transfer to the Archives.
2.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for five (5) years after termination, then destroy
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).	Retain for five (5) years or audit (whichever comes first), then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

11/22/88 Serald A. Turuk  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

11/22/88 John R. Roby, Jr.  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

1/12/89 Michael Smith  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

12/16/88 Edward A. Genger  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE NO.

C-632

PAGE NO.

2 of 3

ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.	Retain for five (5) years or audit (whichever comes first), then destroy.
6.	<u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	<u>METHADONE AND OTHER DRUG ABUSE CASE FILES</u> These files contain but are not limited to: A. SAMUS - Substance Abuse Management Information System or current state statistical format B. Intake forms and charts C. Title XX financial support forms D. Release of information forms E. Federal and State consent forms F. Urine surveillance reports G. Follow-up charts and progress notes	Retain inactive files in office for two (2) years and three (3) years in record center, after date of last entry, then destroy.
8.	<u>ABSTINENCE COUNSELING FILES</u> These files are similar to item #7 but also contain the following: A. Counseling interviews B. Alcoholism Control forms C. Intake forms D. Drug Abuse treatment documents E. Alcohol Abuse treatment documents F. Other alcohol abuse treatment records	Retain inactive outpatient files in office for two (2) years after date of last entry, then destroy.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE NO.

C-632

PAGE NO.

3 of 3

ITEM NO.	DESCRIPTION	RETENTION
9.	<u>ALCOHOLISM PROGRAM FILES</u> This file series includes but is not limited to the following: A. General questionnaires to new applicants B. Progress notes by physicians and clinical staff C. Release of information statements forms D. Income eligibility and financial determination E. Progress notes by physician and clinical staff F. Patient release of information G. Medication records, correspondence and notes H. Clinical evaluations	Retain inactive files of hospitalized clients for five (5) years (children's files until age 23) then destroy.
10.	<u>BRIEF SERVICE CARD FILES</u> These cards contain a Description of each client and a digest of the problems of the client.	Retain in office for three (3) years, then destroy.
11.	<u>DRUG ABUSE CENTER STATISTICAL FILES AND CORRESPONDENCE</u> These files include statistical reports such as AADH-529-530 and general correspondence to and from patients, staff and State officials related to the business of the center.	Retain for five (5) years, then destroy.
12.	<u>GRANT AWARDS</u> Includes but not limited to DHMH 432, the DHMH Standard Grant Agreement form (4133) and any modifications or supplements to the original agreement.	Retain in office for three (3) years after grant expires and all audit requirements are completed, then destroy.